

DRAFT

Approved For Release 2001/11/08 : CIA-RDP84-00313R000100130010-6

MEMORANDUM FOR: Assistant for Information, DDA

FROM: F. W. M. Janney  
Director of Personnel

SUBJECT: Public Service Award Nomination

STATINTL



F. W. M. Janney

EVERETT O. ALLDREDGE AWARD COMMITTEE  
Approved For Release 2001/11/08 : CIA-RDP84-00313R000100130010-6  
National Aeronautics and Space Administration  
Code NHS-20, Room B-A56  
Washington, DC 20546

April 12, 1979

STATINTL

Central Intelligence Agency  
Room 5B-2828  
Washington, DC 20505

Dear Hazel:

In behalf of the Everett O. Alldredge Award Committee, we invite you to nominate a truly deserving individual from your agency or someone you know from another agency for this prestigious award.

The nomination should be limited to a single page. Give a brief outline of such person's career and major accomplishments, recognitions, awards, etc. These should reflect service rendered in the interests of records management in Government or elsewhere. One of your colleagues may even nominate you for this distinguished honor!

A person may be considered who has recently retired. However, such retirement should not exceed six months prior to the award date-- May 22, 1979.

Only one award is presented each year at the annual Records Management Conference (known this year by the acronym RIMCO '79). Dr. James B. Rhoads, Archivist of the United States, is scheduled to make the official presentation.

Nominations must be received by Friday, May 4, 1979. Please mail them to:

Carl Steinmetz (Award Chairman)  
NASA  
Code NHS-20, Room B-A56  
Washington, DC 20546

Thanks for your cooperation!

CARL STEINMETZ  
Award Committee Chairman